

**Maryland Department Of Budget & Management
Office Of Information Technology
Telecommunications Division
Agency Contact Information Form**

I. Request to: _____ Add _____ Delete _____ Change _____

II. Telecommunications Contact Acronym: (circle all that apply)

CS CSD CIO AH AHD DC DP FC RC TC1 TC2 VC PIO PO

(See attached Agency Contact Database Acronyms and Explanations)

III. Name of Former Contact (For change information only):

(Last Name)

(First Name)

(Middle Initial)

IV. Name of Current/New Contact:

(Last Name)

(First Name)

(Middle Initial)

(Classification/Title)

(Department/Agency)

(Agency Acronym)

(Street Name and Number)

(Building, Room, Suite, etc.)

(City)

(State)

(Zip Code)

Phone: () ____ - ____ Fax: () ____ - ____ E-Mail: _____

V. Approved:

(Authorized Signature and Title)

(Date)

Please mail or fax this form to:

Maria-Elena Perez
Data Base Administrator
DBM/OIT Telecommunications Division
301 W. Preston Street, Room 1304
Baltimore, Maryland 21201
Office #: 410-767-4112
Fax #: 410-333-5163

Maryland Department Of Budget & Management

Office Of Information Technology

Telecommunications Division

Agency Contact Database Acronyms and Explanations

LEVEL I: Authority to approve individuals designated to serve in the categories identified in Level II

CS	Cabinet Secretary (Cabinet level state agency)
CSD	Cabinet Secretary Designee (Individuals designated with signature authority to assign personnel in the categories listed under Level II)
AH	Agency Head – Heads of independent state agencies (Includes county and local governments using OIT/Telecommunications Division's services)
AHD	Agency Head Designee (Individuals designated with signature authority to assign personnel in the categories listed under Level II)

LEVEL II: Individuals designated with signature authority to approve requests submitted to the Telecommunications Division

CIO	Chief Information Officer (for contact/information only)
DC	Directory Coordinator (Authorized to add/delete/change listings)
DP	Data Processing and/or Data Communications Coordinator (Authorized to sign TSRs dealing with data services only)
FC	Fiscal Chief (Authorized to approve expenditures, to assign proper appropriation codes, etc.)
RC	Radio Services Coordinator (Authorized to sign TSRs dealing with radio services only)
TC1	Departmental/Primary Telecommunications Coordinator (Identifies the primary TC for Departments/Agencies that have multiple TC appointees. The TC1 is responsible for overall agency contact duties. Authorized to sign all TSRs)
TC2	Agency/Alternate Telecommunications Coordinator (Authorized to sign all TSRs for their respective agency/unit)
VC	Video Service Coordinator (Authorized to sign TSRs dealing with video services only)
PIO	Public Information Officer (for contact/information only)
PO	Procurement Officer (for contact/information only)

Agency Contact changes will be implemented only after DBM/OIT Telecommunications Division receives a completed Agency Contact Information form and/or letter with appropriate information signed by the appropriate individual defined in Level I. This policy protects the agency and DBM from unauthorized services and expenditures.